

Purpose

To establish the policy and procedure for granting incentive awards to employees for significant accomplishment, exemplary performance, service beyond standard expectations and employee suggestions. This policy is in compliance with the DHRM rules.

(A suggestion is a constructive solution to a problem that contributes to the economy, efficiency, or effectiveness in carrying out the programs or objectives of the Department of Transportation; and may save manpower, materials, money, equipment, or supplies.)

Policy

The payment of incentive awards to individual Department of Transportation employees may be made for cost saving suggestions or other worthy acts that are clearly deserving of official recognition.

This award will be made for work performance, suggestions or other contributions by individuals or groups of individuals. Such actions represent an exceptional attitude, contribution or increased effort that results in an increased improvement of performance in the work product, atmosphere or objective of the work unit and the Department.

This award is made to employees to recognize efforts of an exceptional nature above the expected job performance and to reward attitudes and performance that represent an effort by employees to continue the Department's intent to improve its image, attitude and product. The amount of the award cannot exceed \$4000 for each event per person and not to exceed \$8000 for each person per fiscal year. Awards over \$500 typically should be recommended for suggestions or acts that result in cost savings for the Department. Attachment 1 provides suggested dollar amounts and typical reasons for those amounts. Awards will be managed and funded at the low org or group budget level. Financing the award will be the responsibility of the Group, Region, District, or Division making the award. Payment will be made through the regular state payroll process to meet Internal Revenue Services reporting requirements.

The intention of this policy is to encourage and reward superior performance as a supplement to the established pay structure.

An award is not to be given as a substitute for the granting of standard advancement, meritorious advancement or promotion, if such is warranted.

Incentive awards will not be given for participation on a committee, quality improvement team, or task force.

Procedures

Incentive Awards Program

UDOT 05C-20.1

Responsibility: Group, Region, or District Leader

Actions

1. Establish a team of at least three Schedule B (only) employees to act as the Incentive Awards Team. This team will receive all Incentive Award recommendations or nominations for review and action. Where small work areas exist, areas may be combined to form one team.
2. Department leaders are responsible to assure the Incentive Award program is administered in a manner consistent with this policy, within unit budget, and fair to participants. Leaders may establish award approval procedures to assure the program is administered appropriately.

Responsibility: Leader, Employee, Co-Worker

3. Nominates employee or group of employees for award by completing an incentive award nomination form and forwards it to the appropriate Incentive Awards Team for review and action. Refer to Attachment 1 for recommended dollar amounts. Submit nominations, using the form in Attachment 2, within 90 days of recognized action.

Responsibility: Incentive Award Team

4. Serves for a two-year term, with terms staggering.
5. Responsible (Chairperson) for maintaining the records of the actions for their area. Tracks recommended actions to ensure timeliness of the awards. Meets with representatives of other teams no less than every three months to review actions and to ensure uniformity of recommendations.
6. Reviews nominations for all incentive awards, excluding Administrative Salary Increase (ASI) to ensure they are appropriate and meet the criteria for the specific award. Refer to Attachment 1 for recommended dollar amounts. Conflicts that arise during this review should be resolved by seeking additional information from the nominator, coworkers of the nominee, the supervisor of the nominee, and the appropriate level of management within the Group, Region, District, or work unit.
7. Return the nomination, if not approved, to the nominator with an explanation as to why the nomination was not approved.

8. Forward the nomination, if approved, to the appropriate designated budget officer responsible for the budget to ensure funds are available for the award.

Responsibility: Designated Budget Officer at Group, Region, District or Division Level

9. Reviews the current budget for availability of funds and indicates on the form whether the award can be made, then returns the form to the Incentive Awards Team for further processing.

Responsibility: Incentive Award Team or Designated Representative

10. Return the nomination, if funds are not available to make the award, to the nominator with an explanation. Complete the FI-48 if the funds are available for the award. Enter the information directly into the Time and Attendance System for payment. Forward a copy of the documentation for the award to the employee's Division to be filed in the Division's employee file.
11. All incentive awards up to \$4000 per employee can be entered directly into the Time and Attendance System.

Responsibility: Division of Finance

12. Prepares a check for payment and returns it to UDOT through payroll for distribution.

Responsibility: UDOT Comptroller Payroll Coordinator

13. Forwards the check to the appropriate Incentive Awards Team or appropriate team leader for award presentation.

Responsibility: Incentive Awards Team or appropriate team leader

14. Receives the award check; expedites and coordinates the presentation of the award. Ensures proper publicity concerning the award.

Attachment 1
RECOMMENDED INCENTIVE AWARD AMOUNTS

AMOUNT	REASON
\$100---\$300	Employee of the month or improves UDOT image through public service. Motivates or increases morale within the work group. Contribute to a project, group or another person who receives National, State, or other special recognition.
\$200---\$400	Team/crew performance award: resulting from exceptional attitude, exemplary performance, cost savings, innovative concepts or ideas, or outstanding work ethics over and above normal job duties. Creates, designs, or builds equipment that increases productivity or improves existing procedures.
\$300---\$500	Accepts additional work/responsibilities to help work unit (for a period of one month or more) while maintaining their regular job duties. Employee responsible for implementation of new programs/processes that benefit the Department.
\$400---\$600	Develop or improve a process which has a documented cost savings to the Department of \$5,000 to \$40,000.
\$750---\$4000	Develop or improve a process which has a documented cost savings to the Department of \$40,000 or more.

NOMINATOR: _____

[illegible]

NOMINATOR SIGNATURE: _____

(Return completed form to one of your area Incentive Award members for approval, using e-mail if possible.)

Incentive Award Team
NOMINATION REVIEW & APPROVAL

	APPROVED/AMOUNT \$	DATE:
	REJECTED*	DATE:

TEAM LEADER SIGNATURE _____ DATE: _____

ARE FUNDS AVAILABLE? yes no

BUDGET SUPERVISOR SIGNATURE _____ DATE: _____

***LIST REASON(S) FOR REJECTION** (return copy to nominator)